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Minutes of the Parks, Recreation and Fine Arts Committee Budget Review Meeting

Bountiful City Hall Planning Conference Room
April 14, 2016 (4:00 p.m.)

Present:

Committee Members:	John Pitt and Randy Lewis
City Manager:	Gary Hill
Assistant City Manager:	Galen Rasmussen
Department Personnel:	
	Brock Hill, Parks Director
	Paul Rowland, City Engineer
	Lloyd Cheney, Assistant City Engineer
	Bruce Sweeten, Building Maintenance Superintendent
	Kent McComb, Golf Professional
	Tom Rhoades, Golf Course Superintendent
	Paul (Geno) Flanary, Cemetery Superintendent

Official Notice of this meeting had been given by posting a written notice of same and an agenda at the City Hall and providing copies to the following newspapers of general circulation: Davis County Clipper, Standard Examiner, and on the Utah Public Notice Website.

Committee chair John Pitt called the meeting to order at 4:07 p.m., and welcomed those in attendance.

PRESENTATION OF BUDGET

Government Buildings Department

Brock Hill and Bruce Sweeten presented the budget for the Government Buildings department. A review of overall responsibilities in the department was provided which is essentially to maintain all City-owned buildings with a staff of two individuals. Upcoming work plans include restoration of three Parks restrooms with new flooring, paint and other needed repairs. The budget includes purchase of a new "Man-Lift" machine to replace an aging machine that is no longer safe to operate. The new machine will allow access to repair and maintain higher elevation lighting fixtures, Park area lighting, and a variety of other hard to reach locations.

Committee member Randy Lewis made a motion to accept the tentative budget of the Government Buildings department, as presented, and Committee chair John Pitt seconded the motion. Voting was unanimous with Committee members Lewis and Pitt voting "aye".

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Cemetery Fund

40 Geno Flanary and Brock Hill presented the detailed budget for the Cemetery fund and provided a
41 review of activity which included 396 burials for 2015 (there were 351 burials in calendar year 2014).
42 Budget plans from the department in fiscal year 2016-2017 include installation of a vinyl fence along
43 the West and North sides of the cemetery to improve privacy for patrons and neighbors; road
44 resurfacing with curb and gutter in needed areas; training costs for a new employee; and purchase of
45 an additional vehicle for the fleet to be used for snow plowing and other maintenance work.

46 A brief review of the "Transfer to Administrative Services" line item was provided by Galen
47 Rasmussen. This budget line item is present in all Enterprise Fund departments to show the cost of
48 services provided by the General Fund to the Enterprise Funds. These services include such things as
49 processing payroll, other accounting and budget functions, legal and engineering services, and similar
50 categories. These transfers to the General Fund are shown as an offset to expenditures in the
51 applicable General Fund departments such as Executive, Human Resources, Finance, Engineering, etc.

52 Management and Committee members discussed fees for Cemetery services including demands for
53 lot sales, and number of burials. It was noted that several Davis County cities have closed off sales of
54 cemetery lots which positions Bountiful City's cemetery as the primary municipal owned cemetery
55 location for the entire South end of Davis County. This situation has resulted in increased demands
56 for cemetery lots along with grave opening and closing services from not only residents but also non-
57 residents as well. Given the increases in demand from non-resident patrons, and a desire to maintain
58 the cemetery to serve resident needs, management is proposing that fees for non-residents be
59 doubled to hopefully slow the demand. Committee members expressed a desire to act on this
60 proposal rapidly so a fee increase recommendation will be brought forward by staff for full City
61 Council action in an upcoming meeting. Committee members also asked that staff track the sales of
62 cemetery lot sales and other services closely by resident and non-resident categories to report back at
63 a future date.

64 Committee member Lewis made a motion to accept the tentative budget of the Cemetery fund, as
65 presented, and Committee chair Pitt seconded the motion. Voting was unanimous with Committee
66 members Lewis and Pitt voting "aye".

67

Golf Fund

68 Kent McComb presented the detailed budget for the Golf fund including a review of fees which have
69 not been raised for two years in a row with the 2016-2017 fiscal year budget. A discussion of the
70 typical season for the Golf Course was presented. Play usually runs from March to near the end of
71 November each year depending on weather. The management and staff plan to complete phase 3 of
72 a multi-phase clubhouse remodel in the fall of 2016. Committee member Lewis complimented the
73 staff on the care given to greens maintenance and other aspects of the course. Questions were posed

74 regarding the levels of tournament play and corporate bookings. Kent responded that many of the
75 same corporate groups and tournaments return each year due to their favorable experiences.

76 Committee member Lewis made a motion to accept the tentative budget of the Golf Fund, as
77 presented, and Committee chair Pitt seconded the motion. Voting was unanimous with Committee
78 members Lewis and Pitt voting “aye”.

79 Parks Department

80 Brock Hill presented the detailed budget for the Parks department and responded to questions from
81 the committee. The budget for fiscal year 2016-2017 includes the addition of a full-time employee
82 and two seasonal employees to cover additional duties upcoming with the new Creekside Park and
83 also expanded duties in maintaining Bountiful Pond near the City’s Landfill in West Bountiful.
84 Associated increases in operations and maintenance categories and equipment are also present to
85 support the maintenance of Creekside Park and the additional work at Bountiful Pond.

86 The budget line item for Handcart Days Fireworks has been moved from the Legislative department to
87 the Parks department since employees of the Parks department take care of the administrative
88 aspects of the event. The committee and management discussed the quality of Bountiful City’s
89 annual fireworks show versus other Davis County cities. Annual adjustments in the fireworks to be
90 used are made but the show has compared favorably to other cities that spend much more on their
91 events.

92 A discussion on Creekside Park development ensued. The Park has passed 75% plan design review
93 and is scheduled for construction start in early July with a completion in October or November 2016.
94 The projected official opening of the park for use by the public is May 2017 which is needed to allow
95 new plantings and trails to settle in before heavy patron traffic begins.

96 Other items of discussion in committee included:

- 97 1. Pickle ball Courts – Maintenance is ongoing to keep courts in good order. No new courts are
98 planned for the near future given other Parks department priorities. Ongoing dialogue with
99 interested pickle ball user groups will continue.
- 100 2. 2016 Tour of Utah – Gary Hill indicated that last year’s event was funded at a level of \$15,000
101 with a \$3,000 reimbursement from Davis County. Similar plans exist for 2016.
- 102 3. South Davis Recreation Soccer – Committee member Lewis mentioned a need expressed by
103 the South Davis Recreation District for soccer fields. Brock Hill indicated that he has had
104 conversations with the District but there are many competing requests for fields by soccer
105 teams, Lacrosse teams, softball and other uses. Sufficient fields are not available for internal
106 City use currently.

- 107 4. Improvements in 400 North Park stage – The Bountiful Community Services Council request
108 from last year for improvements in the stage included, among other things, additional
109 electrical power outlets and concrete stairs. These improvements are in the proposed budget.
110 5. RAP Tax and Funding for Community Arts Groups – Gary Hill noted that the City Council
111 requested a recommendation on a policy, funding process and selection criteria for the newly
112 renewed RAP Tax. A proposal will be made by Gary Hill at the October 26th City Council Work
113 Session so further consideration today of the RAP Tax budget and related funding for
114 community groups is postponed to a future meeting.

115 Committee member Lewis made a motion to accept the tentative budget of the Parks department as
116 presented, and Committee chair Pitt seconded the motion. Voting was unanimous with Committee
117 members Lewis and Pitt voting “aye”.

118 The meeting adjourned at 5:25 p.m. on a motion made by Committee member Lewis and seconded by
119 Committee chair Pitt. Voting was unanimous with Committee members Lewis and Pitt voting “aye”.